

# BILINGUAL (SPANISH) LEAD RISK ASSESSOR I

**PURPOSE:** The Lead Risk Assessor assigned to the Home Environmental Health unit of the City of Milwaukee Health Department is responsible for conducting citywide inspections and risk assessments of residential properties for lead hazardous conditions, facilitating lead hazard reduction, and conducting enforcement activities as needed.

## ESSENTIAL FUNCTIONS:

- ❖ Communicate lead poisoning hazard and prevention information to parents, guardians and landlords.
- ❖ Conduct lead paint inspections/risk assessments for defective lead based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests.
- ❖ Document inspection results and create Lead Risk Assessment Reports or orders to correct conditions according to protocols and program requirements
- ❖ Research all possible sources of lead exposure for lead poisoned children.
- ❖ Proactively collaborate with nursing staff regarding elevated blood lead cases.
- ❖ Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance.
- ❖ Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- ❖ Issue citations and appear in court as witness for prosecution of cases as necessary.
- ❖ Communicate with contractors and conduct all necessary enforcement actions
- ❖ Conduct research related responsibilities and assist in special projects as assigned.
- ❖ Provide training to new inspectors as necessary and demonstrate lead hazard reduction field activities to public health officials, interns, and community leaders.
- ❖ Participate in community meetings, landlord associations, and conferences.
- ❖ Perform other duties as assigned.

## MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university approved by the Department of Employee Relations with a minimum of 12 credits in the physical or biological sciences and 3 credits in college level mathematics or statistics.  
Note: Equivalent combinations of education and experience may be considered such as an Associate Degree in environmental science or health and two years of relevant experience or a high school diploma and professional certification as a registered sanitarian or four years of experience in a job-related field such as a state certified lead risk assessor or home inspector.
2. Certification as a Lead Risk Assessor with the State of Wisconsin within 3 months of appointment. (Training for certification will be provided by the City.)
3. Ability to move and transfer objects weighing at least 35 pounds, willingness to work outside year round, and availability to work when needed after normal business hours.
4. Valid driver's license (at time of appointment) and availability of a properly insured personal automobile for use on the job (car allowance provided) throughout employment.
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.
6. Ability to fluently speak, read, write, and understand Spanish.
7. Background in housing rehabilitation is highly desirable.

## KNOWLEDGE & SKILLS REQUIRED:

- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Ability to be diplomatic and persuasive.
- ❖ Familiarity with computers including word-processing.
- ❖ Excellent interpersonal skills and ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff and the public.
- ❖ Good problem-solving skills, basic math skills, and ability to interpret data.
- ❖ Ability to follow program protocols, including enforcement actions as needed.

**THE CURRENT SALARY RANGE (530) IS:** \$39,094 to \$44,257 annually with excellent benefits.

## PROMOTIONAL PROGRAM:

Persons hired for the entry-level Lead Risk Assessor I position are expected to work toward meeting the requirements for promotion to the Lead Risk Assessor II level (Current 2006 Salary Range (541): \$41,368 to \$49,056).

Employees become eligible for promotion after two years of satisfactory experience at the Lead Risk Assessor I level or the equivalent, certification as a lead risk assessor through the State of Wisconsin, demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned, and successful completion of Building Code or Home Inspection courses.

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